

Camclerks Job Description

The clerk's line manager is the relevant Area Lead Governance Adviser. On a day-to-day basis, however, the clerk is accountable to the governing bodies of the schools in which he or she is working. The clerk will be responsible for advising the governing body on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of governing body business and observe confidentiality requirements.

1. Meetings

The clerk will:

- work with the Chair and headteacher to prepare agendas for governing body meetings which take account of DfE, local authority and church authority issues and are focused on school improvement
- remind the Chair, other governors and staff about papers due to be sent out before meetings
- produce, collate and distribute agendas and papers electronically to governors, ensuring that statutory deadlines are met
- attend governing body meetings, including delegated and statutory committees if required, confirm that the meeting is quorate and if not what action the GB could take
- record governor attendance at meetings and apologies for absence received, with an indication of whether or not the apologies are accepted by the governing body
- advise the governing body on governance legislation and procedural matters, when necessary, before, during and after meetings
- take notes of discussions during meetings and record all decisions accurately
- prepare draft minutes which summarise discussion, record decisions and indicate who is responsible for implementing any agreed action
- send draft minutes, within one week or 14 days for a clerk to an Academy of the meeting concerned, to the Chair (and headteacher if agreed by the governing body) for checking
- circulate the draft minutes, agreed by the Chair, to all governors
- advise absent governors of the date of the next meeting
- keep a copy of the agendas, minutes and papers of all governing body meetings, including committees, for reference in the school's electronic folder on the CCC network
- Follow up any agreed action points with those responsible and inform the chair of progress
- chair that part of a governing body meeting at which the Chair is elected (where this forms part of the governing body's locally agreed procedures for election of the Chair)

2. Membership

The clerk will:

- maintain up-to-date records of the names, addresses and category of governing body members, and their term of office, and inform the governing body and any relevant authorities of any changes to its membership
- ensure that new governors receive welcome information
- maintain copies of the current terms of reference and membership of committees and working parties and any nominated link governors
- advise the governors and appointing bodies of expiry of the term of office before term expires, so elections or appointments can be organised in a timely manner
- maintain governor meeting attendance records
- notify the Chair if a governor is absent without consent from meetings for six months, and prepare a letter disqualifying the governor in line with regulations/scheme of delegation.
- advise the governing body of vacancies, inform the Chair and the appropriate body (local authority or church authority) of any resignations or appointments and check that action is taken to fill vacancies
- maintain a register of governing body pecuniary interests and ensure it is reviewed annually and lodged within the school
- ensure that the pre-appointment checks recommended by the DfE and Cambridgeshire County Council are carried out on all new governors
- offer advice to the headteacher with regard to the elections of parent and staff governors
- ensure the relevant governing body details are provided to the school on a regular basis to enable the website to be updated

3. Advice and Information

The clerk will:

- advise the governing body on procedural issues
- ensure that new governors have relevant background information, including the DfE 'Governance Handbook' and a copy of the school's Instrument of Government (where appropriate)
- ensure copies of policies and other school documents agreed by the governing body are kept in the school and advise the governing body when policies are due to be reviewed
- maintain records of DfE, local authority and (where relevant) church authority documents relevant to the work of the governing body
- maintain archive materials, including all past governing body agendas, papers and signed minutes (to be kept, along with all other governing body papers, in secure storage on the school premises)
- maintain records of governing body correspondence and draft letters when required
- know where to obtain appropriate legal advice and other guidance and information
- help produce a Governing Body Year Planner

4. Professional Development

The clerk will:

- attend the induction training provided by the School Governance Team for clerks belonging to the clerking service
- attend termly training/briefing sessions provided by the School Governance Team for clerks
- keep up-to-date with educational developments and legislation affecting school governance
- participate in regular performance management